



Student Awards and Bursary Officer (FAA 41221)
Financial Aid and Student Awards
Office of the Registrar

Location: London

Employment Group: Support

Hours: 35 hours per week. Core/regular hours are Monday to Friday 8:30 a.m. to 4:30 p.m. with an expectation to work extended hours or alternate hours during peak start of term or College events.

Pay Details: \$30.00 per hour

Closing Date: December 20, 2023

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Note: This is a full-time Support position (35 hours per week).

Duties: Reporting to the Associate Registrar, under the direction of the Bursary and Awards Coordinator, the incumbent is responsible for the administration of all Donor, Ministry and College-funded student awards and financial need-based programs. The incumbent is responsible for compliance with policies, directives and agreements from the Ministry, Donors and the Advancement Office for the distribution of funds. The incumbent ensures funds are distributed to eligible students on time and within budget.

The incumbent will have a full understanding of all financial need bursaries, merit-based awards, selection and application-based awards programs, but as the various programs are extensive and complex, they will be assigned a specialized portfolio. With a working knowledge of all areas, the incumbent will support and provide back up to other Bursary and Awards Coordinators as needed.

QUALIFICATIONS

- Post-secondary 2-year diploma in Business or Office Administration or a related discipline
- Minimum 3 years' experience within a high volume, multi-tasking, service-oriented office environment with direct customer service
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- A team player using a variety of computer software packages such as word processing, spreadsheets and databases
- Excellent interpersonal, communication, analytical and problem-solving skills are required
- Attention to detail and the ability to process large quantities of information in an efficient and accurate manner are a must

- Experience using Award Management and Student Information Systems such as Blackbaud Award Management, Colleague, LFACS and the Ministry's ONE-Key system are assets
- Experience with assessing personal budgets an asset

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.